

---

**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

---

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.personnel.ky.gov](http://www.personnel.ky.gov)

---

**January 3, 2014**

---

**ADMINISTRATIVE SECRETARY—(Oldham Co. —Luther Luckett Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) MIN REQ:** High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis. \*\*\***Estimated closing-1/8/14\*\*\*Early listing from holiday week.**

---

**CLASSIFICATION & TREATMENT OFFICER I—2 Positions—(Elliott Co. —Little Sandy Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. \*\*\***Estimated closing-1/8/14\*\*\*Early listing from holiday week.**

---

**ADMINISTRATIVE SPECIALIST III—(Franklin County-Central Office/P&P)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

---

**CLASSIFICATION & TREATMENT OFFICER I—(Rowan Co. —Central Office/Reentry Branch)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. \*\*\***Estimated closing-1/8/14\*\*\*Early listing from holiday week.**

---

**CORRECTIONAL SERGEANT—(Boyle Co. —Northpoint Training Center)—Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

---

**CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I—(Lyon Co. —Corrections Training/WRTC)—Grade 13—(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two of years experience in corrections. Graduate study in corrections, justice administration or law will substitute for the required experience on a year-for-year basis. Experience in corrections will substitute for the required college on a year-for-year basis.

---

**CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I—Part Time—(Oldham Co. —Corrections Training/CRTC)—Grade 13—(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two of years experience in corrections. Graduate study in corrections, justice administration or law will substitute for the required experience on a year-for-year basis. Experience in corrections will substitute for the required college on a year-for-year basis.

---

**JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

---

January 3, 2014

---

**CORRECTIONS UNIT ADMINISTRATOR II—(Lyon Co. —KY State Penitentiary)—**

**Grade 14—(\$2937.20 - \$3890.90) MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

---

**ELECTRICIAN LICENSED SUPERVISOR—(Oldham Co. —KY State Reformatory)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

---

**ELECTRONIC TECHNICIAN II—(Oldham County—KY State Reformatory)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS:** High School Graduate. Must have one year of technical experience in the installation, maintenance, and repair of electronic equipment. Technical training in electronics or a related field will substitute for the experience on a year-for-year basis. Additional technical experience will substitute for the education on a year-for-year basis.

---

**INSTITUTIONAL RECREATION LEADER—(Oldham County—KY State Reformatory)—Grade 11—(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in recreation, physical education, special education or a related field. Experience in planned recreation, physical education, special education or a related field will substitute for the required college on a year-for-year basis.

---

**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—3 Positions—(Oldham Co. —KY State Reformatory)—Grade 10—(\$2006.08-\$2657.70) MIN. REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

---

**OFFICE SUPPORT ASSISTANT II—(Oldham Co. – Roederer Correctional Complex)—Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

---

**PROBATION AND PAROLE INVESTIGATOR—(Nelson Co.-Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

---

**JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

---

January 3, 2014

---

**PROBATION AND PAROLE OFFICER- (Jefferson Co.-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

---

**PROBATION AND PAROLE OFFICER- (Union Co.-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

---

**SOCIAL SERVICE CLINICIAN I—(Oldham Co. — KY State Reformatory) Grade 14— (\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

---

**VICTIMS' ADVOCATE III-(Franklin Co.- Central Office/Victim Services Branch) GRADE: 14 (\$2,937.20 - \$3,890.90) Min. Requirements:** Graduate of a college or university with a bachelor's degree. Must have four years of experience in the field of criminal justice, crime victims' assistance, administration, work dealing with the public or a related field. A master's degree will substitute for one year of the required experience. Experience in one of the above fields will substitute for the required education on a year-for-year basis.

---

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied. **To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**